

**Day and Temporary Labor Agency Services 2017 Application  
BULLETIN – November 1, 2016**

Your license under the Day and Temporary Labor Services Act (820 ILCS 175) will be expiring on **December 31, 2016**.

The Department is in the process of launching a new **online application** to submit your DTLSA renewal form. The application will allow you to easily submit your renewal form and pay the renewal fee completely online. The scheduled completion date is December 1, 2016. Online application should be submitted no later than **December 10, 2016** to allow the Department enough time to process the application.

While the online application is in development, your agency can pre-register to use the system. To do so, [create an Illinois Public ID account which will be your agency account to access the system](#). Please follow the [instructions](#) to create an Illinois Public ID. We encourage you to start this process right away.

Original Surety Bonds will not be accepted online and will need to be mailed to the IDOL Chicago office. You may begin mailing those to IDOL immediately. Please make sure your license number is clearly identified in your correspondence. (For example License # looks like, i.e. 16-D12987 located on this year's certificate)

**The annual renewal fee for calendar year 2017 is \$1,000.00 for each agency and \$250.00 for each branch office or location. This fee must be paid online as part of the new online application process.**

**Completed applications (including original surety bond) and payments not received by December 10, 2016 could result in late processing of the application and the delay of the distribution of the Day and Temporary Labor Services Act licenses for calendar year 2017.**

**When completing the renewal application, please note the following:**

**Proof of the required surety bond must be mailed to the Illinois Department of Labor to complete the application process.**

**AN AGENCY'S FAILURE TO POSSESS A VALID REGISTRATION LICENSE BY JANUARY 1, 2017 WILL RESULT IN A \$500.00 PENALTY FOR EACH DAY THE AGENCY IS NOT REGISTERED.**

If you are aware of any agencies that are operating without a license from the Illinois Department of Labor, report them to the Department's Day Labor Toll Free Hotline: 1-877-314-7052 or by email at [DOL.DayLabor@illinois.gov](mailto:DOL.DayLabor@illinois.gov)

Should you have any questions, please contact Eula Curtis at 312-793-1804 or [DOL.DayLabor@illinois.gov](mailto:DOL.DayLabor@illinois.gov).

Sincerely,

John Tribble, Manager

Compliance Division, Fair Labor Standards

IL Department of Labor

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